



Example of Payroll Admin Job Description

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Our company is growing rapidly and is hiring for a payroll admin. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for payroll admin

- Import and audit daily interfaces from HRIS system into ADP payroll software
- Work closely with internal customers including HR, HRIS, Tax, Legal, Benefits and Audit to resolve interrelated issues
- Prepare and maintain standard and custom payroll reports for internal and external customers
- Audit ADP output - reports, paychecks and taxes
- Prepare manual adjustments including computation and calculation of special payments for overtime, bonus, vacation, retroactive and termination pay
- Post payroll to general ledger and investigate G/L suspense items
- Analyze and convert all lien orders to the proper ADP Coding to ensure that accurate deductions are made and payments processed by WGPS (Wage Garnishment Processing Service)
- Research and respond to employees and customers on payroll related issues
- Act as backup for other Payroll Administrators
- Process and analyze Kronos interfaces and time card adjustment forms

Qualifications for payroll admin

- Perform miscellaneous data entry
- Contribution to the climate of active continuous improvement of processes, procedures and systems
- Effective utilization of computer software in the performance of duties
- Ability to perform at a high level within a very fast paced, changing

- Preparation and processing of US payroll using ADP, including validation of all inputs to employee payroll files, generation of W-2s and all related accounting and reconciliation processes